



Kenningtons Primary Academy

Attendance Policy

2020 - 2023

Date of Approval	17 th December 2020
Review Duration	3 Years
Date of Renewal	17 th December 2023

Kenningtons Primary Academy

Attendance Policy December 2020



“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.” School Attendance, DfE, August 2020

The Government Expects

- Schools and local authorities to promote good attendance and reduce absence, including persistent absence which is attendance below 90%. To ensure every pupil has access to full-time education to which they are entitled and to act early to address patterns of absence.
- Parents and carers to perform their legal duty by ensuring their children of compulsory age who are registered at school attend regularly.
- All pupils to be punctual.

Aim / Purpose

This policy is written with support of guidance document School Attendance, DfE, August 2020. That guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents/carers.

These requirements are contained in:

- The Education Act 1996 - sections 434 (1) (3) (4) & (6) and 458 (4) & (5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The policy sets out the principles, procedures and practices followed Kenningtons Primary Academy in managing, monitoring and improving attendance in a clear and co-ordinated way. It is also written with support of statutory guidance School attendance parental responsibility measures, DfES, January 2015.

Responsibilities and Expectations of Parents / Carers and Pupils

- Every child of compulsory school age must be registered at school or alternative arrangements need to be made to provide a suitable education
- Parents/Carers have a duty to ensure that their children attend school regularly and on time.
- Parents/Carers are responsible for ensuring their child arrives at school, on time, suitably dressed and in a fit condition to learn.
- Parents/Carers are responsible for contacting school on the first day of a child's absence to provide a reason for absence.

- Parents/Carers should endeavour to make their child's medical appointments outside of school hours and/or provide evidence of appointment if during school time.
- Parents/Carers should keep the school informed of any changes or circumstances that may affect attendance such as a new address or a new school.
- Parents/Carers and pupils will comply with the Home-School Agreement
- Parents/Carers will understand requests for period of absence for purpose of a holiday will not be authorised.

Roles and Responsibilities of School Staff

Governors

- Governing Bodies must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. (School Attendance, DfE, August 2020).
- Agree Attendance policy.

Headteacher

- Must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. (School Attendance, DfE, August 2020) including with regard to a child being absent or missing from school.
- Put in place safeguarding responses for a child being absent from school, or going missing from school.
- Set annual targets for reducing absence.
- Appoint an attendance officer to undertake administration role.
- Hold regular termly attendance panels for those with poor attendance.
- To be aware of referrals to the Education Welfare Service (EWS) for reasons such as Child Missing in Education (CME) and Elective Home Education (EHE).
- Complete penalty notices for EWS.

Pastoral Manager

- Must have regard to the statutory guidance 'Keeping Children Safe in Education' with regard to a child being absent or missing from school.
- Action safeguarding responses for a child being absent from school, or going missing from school.
- Regularly and routinely monitor attendance trends within the school
- Liaise / support Office Staff with second 1st day call and/or home visits when necessary.
- Liaise / support Parents/Carers regarding their child's absence and/or lateness.
- Produce reports as requested focusing on specific groups e.g.: PP / FSM / LAC
- Implement Scale of Escalation.

Office Staff

- Must have regard to the statutory guidance 'Keeping Children Safe in Education' with regard to a child being absent or missing from school.
- Action safeguarding responses for a child being absent from school, or going missing from school.
- Regularly and routinely monitor attendance trends within the school
- Conduct two 1st day absence calls in the case of non-notified absence and liaise with Pastoral Manager when necessary.
- Use Study Bugs app, Parentmail email or text to make contact with Parents/Carers if no reason shared for absence and/or lateness.
- Update day to day attendance data on both SIMS system and Study Bugs app.

Class Teachers

- Conduct registration electronically in SIMS at start of morning and start of afternoon sessions.
- Ensure paper copy of register is sent to Office Staff asap should SIM's remote access not be available.
- Raise concerns regarding attendance with the Pastoral Manager.
- Linking data on predicted attainment and achieved attainment for pupils whose attendance is erratic

Registration Procedures including Punctuality / Lateness

- Duty Teachers are stationed at the entry doors into the school at 8:45am each morning to admit children into the school building.
- Parents are not permitted to enter the building but may pass written notes to the Duty staff member for the class teacher.
- Duty Teachers will be relieved of door duty by the Duty TA at 8:50am.
- Doors are shut and secured at 8:55am. Any children who arrive after this time are considered to be late and must be directed to the School Office.
- The register is a legal document and can only be taken by a member of Staff.
- Morning register is taken electronically in SIMs at 8:55am. A paper copy must be used if SIMS is not available. This must be sent straight to the office.
- Registers are open for 30 minutes
- Children arriving after 8:55am must enter school via the Office. They will receive a late ticket to show their teacher and their attendance will be entered as Code L (late).
- Afternoon register is taken electronically in SIMs at the start of the session. A paper copy must be used if SIMS is not available. This must be sent straight to the office.
- Children returning for the afternoon session must arrive by 12:50pm and arriving later than this will result in a late mark.
- School uses national codes to record and monitor attendance and absence in a consistent way which complies with the regulations.
- Code L will be attendance code if a child has arrived late, but before the register has closed. Office staff record time of arrival and reason for lateness onto SIMs.
- Code U will be attendance code if a child has arrived late, but after the register has closed. Office staff record time of arrival and reason for lateness onto SIMs. This entry is classed as an unauthorised absence.
- Unauthorised absence is where school is no satisfied with the reasons given for the absence. Every effort should be made by school to establish the reason for a pupil's absence.

Categories of Absence

Parents/Carers may not authorise absence, absence is authorised by the School.

- **Illness**

Parents/Carers should notify school on the first day the child is unable to attend due to illness. This should be done via the Study Bugs App. School will authorise absence due to illness unless they have genuine cause for concern about the veracity of the illness. School can request Parents/Carers provide medical evidence to support illness. School will record absence as unauthorised if the requested medical evidence is not produced. Medical evidence can be a doctor's certificate, sight of the medicine bottle, appointment card or copy of the prescription. If Parents/Carers inform School that they are unable to provide evidence due to an ongoing illness School may, with written parental consent, write to the doctor and request evidence.

- **Medical and Dental appointments**

Parents/Carers should endeavour to make their child's medical appointments outside of school hours and/or provide evidence of appointment if during school time. A medical appointment is counted as an authorised absence.

- **Term Time Holiday**

Parents/Carers will understand requests for period of absence for purpose of a holiday will not be authorised. Any holiday taken during term time will be recorded as Code G: Holiday not authorised by the school, and may lead to a penalty notice being issued by the Local Authority.

- **Special occasions**

Parents/Carers should write a letter to the Headteacher explaining circumstances. Each request will be treated individually. Please note in the majority of cases absences of this nature will not be authorised.

- **Family bereavement**

We will respond sensitively to requests for leave of absence to attend funerals or associated events. The Parents/Carers should write to the Headteacher explaining circumstances.

- **Educated offsite**

This code is used when pupils are present at an off-site educational activity that has been approved by School.

Exclusion

Exclusion is treated as an authorised absence. If a pupil is found alone in a public place during a period of exclusion a Penalty Notice may be issued in line with Thurrock Council's Code of Conduct.

If the pupil does not attend any alternative provision made, and this includes a 'timeout placement' the Headteacher will decide on code given (authorised or unauthorised).

Penalty Notices

Kenningtons Primary Academy has adopted the Thurrock Council Code of Conduct 'the code' as part of its Attendance Policy (see Appendix 1). Penalty Notices may be applied:

- In line with 'the code' for irregular attendance
- For unauthorised leave of absence including for the purpose of a holiday

Penalty Notices are a fine of £120 (reduced to £60 if paid within 21 days). They are issued to each Parent for each child taken out of school if the qualifying criteria is met. If a child returns to school after a period of absence and School believes they have been on holiday a Penalty Notice may be issued 120 (reduced to £60 if paid within 21 days) to each Parent for each child taken out of school.

Registration Codes

- Registration Code / \: Present in school / = am \ = pm
- Code B: Off-site educational activity
- Code C: Leave of absence authorised by the school
- Code D: Dual Registered - at another educational establishment
- Code E: Excluded but no alternative provision made
- Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.
- Code I: Illness (not medical or dental appointments)
- Code J: At an interview with prospective employers, or another educational establishment

- Code L: Late arrival before the register has closed
- Code M: Medical or dental appointments
- Code N: Reason for absence not yet provided
- Code O: Absent from school without authorisation
- Code P: Participating in a supervised sporting activity
- Code R: Religious observance
- Code S: Study leave
- Code T: Gypsy, Roma and Traveller absence
- Code U: Arrived in school after registration closed
- Code V: Educational visit or trip
- Code W: Work experience
- Code X: Not required to be in school
- Code Y: Unable to attend due to exceptional circumstances
- Code Z: Pupil not on admission register

Pupils Moving to a New Address and/or School

Parents/Carers should keep School informed of any changes or circumstances that may affect attendance such as moving to a new address or a new school. This is to ensure School complies with safeguarding responsibilities. School must record full details of the change including the date the child is expected to start at the new school / move to reside at a new address. When a pupil moves to a new school they will not be removed from the Kenningtons Primary Academy register until it has been confirmed by the new school that the pupil has started there.

Dual Registered Pupils

Pupils attending on a dual registered basis are primarily the responsibility of their home school. Regular contact will be made with the dual rolled school for updates on the pupil's attendance.

Gypsy, Roma and Traveller absence

To ensure the school complies with safeguarding responsibilities, Traveller families known to be travelling for occupational purposes will have agreed this with School. Parents who wish to take their child out of school to travel will be required to complete a form detailing contact information and when they expect their child to return to school (Appendix 2).

Home Educated Children

If Parents/Carers send written notification that they intend to withdraw their child from school to home-educate, School will inform Education Welfare Service (EWS) immediately. School will then wait for notification from EWS before removing the child from the school roll.

Strategies for Reducing Absence

The following strategies to reduce unauthorised absence will be implemented:

- Merits given each half term to pupils with 100% attendance.
- Contact with Parents/Carer by School via Parentmail, Study Bugs app, letter or telephone calls to ascertain the reason for a pupil's absence if no contact made.
- Reminders on social media and newsletter regarding the need to inform the school of illness or to submit medical evidence when requested.
- Absence due to illness monitored and medical evidence requested
- Interaction with the family to provide necessary support
- Strategies tailor made to suit specific needs of child and/or family

- Escalation to Educational Welfare Service – including because of poor attendance, CME, EHE and penalty notices.
- Attendance Panel
- Involvement of outside agencies including PASS or School Nursing Team.
- Home visits when no contact made by Parents/Carers over several days.

Appendix 1

EWS Penalty Notice Code of Conduct booklet:

Appendix 2

Re: absence from school due to travelling for occupational purposes

To ensure we are complying with our safeguarding responsibilities, please could you complete the following form on all occasions when your child will be absent from school due to travelling for occupational purposes.

Child’s Name: will be travelling with Mother / Father / Grandparents (please delete as appropriate).

Date from:

and will return to school on:

Child’s name..... will be

travelling to: (state location if known)

Contact telephone number:.....

Contact address:

.....

Please return the completed form to the School Office prior to travelling. If you are unable to do this you can contact School on 01708 865663, and Staff member will complete this with you. If your child does not return to school on the expected date, and no contact can be made with you, the school may make a referral to the Education Welfare Service under the category of ‘missing’.

Attendance Policy Addendum

This addendum has been supported / written with reference to non-statutory guidance Addendum: recording attendance in relation to COVID 19 during 2020 to 2021 academic year, DfE, September 2020.

Kenningtons Primary Academy will update Parents/Carers with regards to any COVID-19 Public Health England (PHE) or Department of Health and Social Care (DHSC) guidance that is pertinent to school attendance. This will include information about self-isolation.

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- Parents/Carers duty to ensure their child of compulsory school age attends regularly at the school where the child is a registered pupil
- School’s responsibilities to record attendance and follow up absence

- The ability issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

During academic year 2020/2021 Code X will be used to record a pupil not attending in circumstances related to coronavirus (COVID-19). This replaces the COVID-19 codes used during lockdown/summer term 2019/2020.



This category must only be used to record sessions where a pupil does not travel to, or attendance at, school would be:

- Contrary to guidance relating to incidence or transmission of COVID-19 from PHE or DHSC.

No Parents/Carers will be penalised for following the official health advice for their child not to attend a given session, this new category will not count as an absence (authorised or unauthorised).

This Policy was approved by the Pupil, Admission & Curriculum Committee on a 3-year cycle and ratified by the Governing Body.

It must be signed and dated by the Chair of Governors and Headteacher.

<p>Signature of Chair of Governors:</p>  <p>Date: 17.12.20</p>	<p>Signature of Headteacher:</p>  <p>Date: 17.12.20</p>
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